

**Memorandum of the Meeting
Study Session/Meeting
Twenty-Eighth Town Council of Highland
Monday, July 02, 2018**

The Twenty-Eighth Town Council of the Town of Highland, Lake County, Indiana met in a study session on **Monday, July 02, 2018** at 6:35 O'clock P.M. in the regular place, the meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

Silent Roll Call: Councilors Bernie Zemen, Dan Vassar, Mark Herak, Steve Wagner and Konnie Kuiper were present. The Clerk-Treasurer, Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

Officials Present: Rhett L. Tauber, Town Attorney; and Kathy DeGuilio-Fox, Redevelopment Director were also present.

Additional Officials Present: Larry Kondrat, Board of Waterworks Directors; and Ed Dabrowski, IT Consultant (Contract) was also present.

General Substance of Matters Discussed.

1. *Discuss remaining appointments including, the Tree Advisory Board.*

The Town Council President and the Town Council reviewed the six applications received in the Office of the Clerk-Treasurer expressing interest in being appointed to the Tree Advisory Board.

The Town Council reviewed the applications of the following persons expressing interest in being appointed:

Richard Underkofler	Constance Sherbondy
James Colias	William Vargo
Terry Krooswyk	Ron Jackowski

The Town Council President and the Town Council discussed the general outline describing procedures for making the initial appointments. The summary of the guidance is as follows:

- A member of the Town Council should move to nominate those persons that the Town Councilor opines to be appropriate for membership on the Tree Advisory Board. This should be seconded and the nomination be voted upon.
- If the motion for nomination passes, the Town Council President may then execute appointments from the list of nominees, if the Town Council President concurs.
- When appointing, the Town Council President should indicate the length of the initial terms. The Clerk-Treasurer suggested that in the absence of such an express instruction, the following approach could govern:

The first two appointed will have initial terms expiring 1st Monday in January 2019

The next two appointed will have initial terms expiring 1st Monday in January 2020

The last one appointed will have an initial term expiring 1st Monday in January 2021

It was further noted that the Town Council President should designate the chair of the Board. It was further noted that if no instruction is given, the parliamentary authority will govern, meaning that the first person appointed will be the chair.

The Town Council noted that there were six qualified candidates who expressed interest and discussed whether the existing Code should be amended to allow for more than five members to be appointed. The Town Council discussed adding up to two more positions, bringing the total number to seven. There was no objection, and the Town Council President requested that an ordinance amending the code to allow for up to seven members be made ready for consideration by the Town Council at its meeting on July 09.

2. ***Reviewing likely matters to be on the Agenda of the Plenary Meeting of July 9, 2018.*** The Town Council reviewed the matters listed for the Town Council's consideration and possible action. It was noted that there was a Use Variance Request from Lisa Whipps to operate a Gymnastics Studio in a site located in the Industrial Park. It was noted that the matter received a favorable recommendation from the Advisory Board of Zoning Appeals.
3. ***Ad hoc matter: A request regarding Sidewalk installation at 8721 Orchard Drive.*** The Town Council discussed a letter presented by Councilor Vassar regarding the condition (absence) of sidewalks at 8721 Orchard Drive. Councilor Vassar stated that the location was the residence of the letter writer's daughter who was disabled and the condition of (absence of) the sidewalk created a problem for the disabled resident's ability to employ her method of mobility (wheelchair).

Councilor Vassar was revisiting the matter to be sure that the matter was not languishing. Councilor Vassar reported that he consulted with the operations director, who reported that the cost of the installation was three thousand five hundred dollars.

There continued to be favor for the request expressed, but it was noted that the process should be consistent with existing policy, perhaps using the existing sidewalk replacement program and seeking some CDBG Funds.

Again, Councilor Vassar stated that he would authorize his Town Council pay to absorb the cost for the disabled resident, and invited other financial support from the elected municipal officers. The Town Clerk-Treasurer volunteered to contribute as well.

There being no further business necessary or desired to be discussed by the Town Council, the regular study session of the Town Council of **Monday, July 02, 2018**, was adjourned at 6:55 o'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer